

How to Use the Integrated Pest Management Statewide Contract

Contract #: FAC92	Contract Duration: 4/01/16 to 3/31/18
MMARS #: FAC92*	Options to Renew: 2- Two (2) year options
Contract Manager:	Katherine Morse - 617-720-3153 katherine.morse@state.ma.us
This contract contains: Environmentally Preferable Products (EPP), and Supplier Diversity Office (SDO) Contractors	
UNSPSC: 72-10-21, 10-19-00	
Last change date:	3/31/2016

Contract Summary

Contract Description: This contract was established in response to [Executive Order 403](#) requiring all state agencies to use an **Integrated Pest Management (IPM)** approach to pest control. In addition, this contract has also incorporated the [Children and Families Protection Act of 2000 \(333 CMR 14.00\)](#). This Act requires all Massachusetts schools, daycare centers and school age child care programs to implement a School IPM Program to reduce the exposure of children to pest and pesticides.

The contract provides facilities and schools with a pre-qualified list of contractors experienced in IPM to obtain these services.

There are three service categories:

Category 1: Integrated Pest Management- This category is for all facilities to use to solicit quotes for IPM Plans.

Category 2: School Integrated Pest Management- This category is for all schools to use to solicit quotes for IPM Plans. This category has specifications regarding the Children and Families Protection Act of 2000 (333 CMR 14.00).

Category 3: Single Use Service- This category is for Problem Animal Control, Stinging Insects, and occasional emergency Bed Bug Eradication. This category cannot be used in place of an IPM Plan, and is to be used on a limited basis.

Benefits and Cost Savings

Health Benefits: IPM is typically described as "an approach to pest management that blends all available management techniques – non-chemical and chemical – into one strategy." This approach usually consists of monitoring pest problems, the use of non-chemical pest control, and resorting to conventional pesticides only when it is absolutely necessary and the pest damage exceeds an aesthetic or economic threshold. As it has been found that children have the tendency of being more sensitive to conventional pesticides than adults, it is even more important for schools, especially those containing small children, to implement an IPM program. IPM programs in schools reduce sources of food, water, and shelter for pests, which in turn leads to a safer and healthier environment for the children.

Cost Savings: When all the people involved are identified and when these people communicate well with each other, effective and less expensive protection of the site and the people can be achieved with reduced risk from pesticides. Contract users should also obtain quotes from more than one vendor in an effort to obtain the best pricing.

Additional Benefits and Cost Savings:

- Expanded Regions, greater coverage for the Cape and Islands
- Easy Access to Associate Certified Entomologist and Board Certified Entomologist by vendors for easy pest identification
- Options for Night Services
- Options for Online Pest Logging
- Service Fee Reduction and Prompt Payment Discount Options
- Minimum Risk Pesticide Use
- CORE Applicator License, PAC License, Code 44 and Code 37 Commercial Certification Requirements.
- 24 hour response time for non-emergency call
- 2 hour response time for emergency calls
- Designated Pest Management Coordinators responsible for the quality of all the services provided under the contract and who must sign off on the IPM Plan.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions

- 02.Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
- 03.Independent public authorities, commissions and quasi-public agencies
- 04.Local public libraries, public school districts and charter schools;
- 05.Public Hospitals, owned by the Commonwealth;
- 06.Public institutions of high education
- 07.Public purchasing cooperatives;
- 08.Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
- 09.Other states and territories with no prior approval by the State Purchasing Agent required; and
- 10.Other entities when designated in writing by the State Purchasing Agent.

How to Use the Contract

Step 1: Solicit Proposals and Select a Contractor

Contract users must solicit at least three Contractors with a request for quote and site visit and it is recommended that the Contractor's experience and understanding of IPM methods be a strong consideration. A Statement of Work or other specifications must be provided by the facility to the Contractors at the time of site visit. Based on the Statement of Work and the results of the site visit, Contractors will provide a service proposal including a monthly service fee. Site visits are mandatory prior to submitting a service proposal. All service proposals and site visits under this contract must be free of charge to the facility.

Step 2: Complete and Sign Memorandum of Understanding

Prior to commencing services, all Contractors and Contract Users are encouraged to complete and sign the "Memorandum of Understanding (MOU)" posted under the "Attachments" tab of the Master Blanket Purchase Order for contract.

Note: Contractors are prohibited from requiring Eligible Entities to sign any forms, contracts or other documentation that contains any terms or conditions not expressly approved by OSD and the Sourcing Team.

Step 3: Develop, Maintain and Document your IPM Program

Based on the initial inspection of each building or site, the Contractor must file a written **Initial Assessment Report** with the facility manager within the agreed upon timeframe listing the following: present pests, extent of infestation and activities, conditions in the building which are contributing to existing and/or potential pest problems as well as containing suggestions for remediation. This report must be filed before any other pest management services are provided.

In addition to the initial assessment, within 30 days of conducting the initial inspection, the contractor must submit an **IPM Plan**. The plan must include details on: the training of the staff, contractors and occupants; frequency of technician visits and the activities which they will perform as well as a description of the pest monitoring program.

After each service visit, the technician must submit a final **service report** with the facility manager, detailing the following information: pesticides used and location, results of monitoring, description of any temporary conditions which may be contributing to pest problems and any other actions that many have been taken.

Contractors are responsible for providing an **annual training session** to facility staff, contractors and facility occupants free of charge. If deemed necessary; the contractor must provide additional training sessions for a mutually agreed upon cost.

Pricing and Purchase Options

Contract Pricing: Orders should include reference to SWC FAC92 and vendor confirmation that your account number is linked to FAC92.

Pricing on this contract is based on monthly service fees negotiated between the Contractor and the Eligible Entity. The monthly service fee must be inclusive of all transportation, materials, labor and other costs and must be fixed for at least the initial duration of a service agreement between a Contractor and an Eligible Entity. The monthly fee will include all planning, monitoring, communications, training, controls, recommendations, evaluation, record-keeping and any other aspects of IPM related to bedbugs and termites. The fee will not include termite and bedbug treatments that are building-wide, unless specifically stated by the Contractor in their price quote. Contractors will not be allowed any extra compensation for additional work they may have to complete of which they should have been aware through their own surveillance prior to submitting a service quote.

Emergency Service Calls: If an emergency call-back service is required, or an infestation occurs between regularly scheduled visits (i.e. visits called for in the IPM Plan or Statement of Work), the Contractor shall be responsible for controlling the problem at no additional cost to the Eligible Entity, unless the cause of the emergency call-back or infestation is the Eligible Entity's failure to follow the Contractor's written recommendations provided in the IPM Plan, Service Report or other document. Contractors' emergency pricing is available in the "Vendors Categories, Regions and Contact Information File" spreadsheet posted under the Attachment tab of the Master Blanket Purchase Orders.

Contract use in COMMBUYS: Contract users must create a solicitation-enabled requisition and issue a closed bid to the contractors awarded to service their region (see information below). Such bids must provide a date and time for contractors to conduct a site visit of the facilities to be serviced to give a

proper quote. Commonwealth Departments must document the results of quote evaluation by making an award and generating a PO in COMMBUYS.

The MBPOs are set up two different ways. Category 1 and 2 are set up as Solicitation- Enabled MBPOs that will allow for quoting through COMMBUYS. Category 3 is set up as an RPA Release MBPO so that the vendors must be contacted outside of COMMBUYS and purchases/ services will be recorded after that fact. The RPA Release is being enabled for Category 3 only due to the nature of Category 3 this allows the vendor responds quickly to problem animals and stinging insects.

To create the bid for quoting through COMMBUYS, follow the below steps:

1. Start with a New Requisition, on the General Tab, Fill in all required information and **make sure** to check off the Solicitation Enabled check box.
2. Within the requisition, Click on the Items tab, click 'Search Items'; then click the plus sign next to Advanced Search to do an advanced search. Use FAC92 in the *Description* field;
3. Once the item is added to the requisition, COMMBUYS will bring you to the Items tab and have an error message saying that the line item needs to have a value greater than 0. Click on **Enter Info** under the **Catalog Price/ Unit Cost** and enter in the **estimated cost**. This can be hidden from the bid before sending it to the vendors.
4. Next click on the Distributor tab and select the vendors you want to solicit quotes from.
5. Attach your Statement of Work and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.
6. The Reminders tab can be used for internal reminders.
7. Review the Summary Tab, and then Submit for Approval.
8. Once Approved, the Requisition will turn into a bid ready for purchasing, once it is in this status, you will need to click Convert to Bid.
9. Once it is converted to a bid, you will go through the tabs and enter in the required information. On the Items tab you can delete the cost that was previously entered on the requisition so no estimated cost shows to the vendor, or if you leave the previously entered cost this will show to the vendor as an estimated cost.
10. Once everything is reviewed, it is then submitted for approval and sent to the vendors.
11. After quotes are received and evaluations are completed, awards and orders should be placed through COMMBUYS off of the Bid.

RPA Release Instructions (this is for Category 3 only):

This contract has RPA Release enabled to allow contract users to capture spend after-the-fact associated with this contract. Contract Managers have carefully selected the contracts that would qualify for RPA Release transactions. Typically this is due to system or process impracticality and/or emergency

situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. For more details please consult the COMMBUYS Policy Document.

Once the paper invoice for the goods or services is received by the agency, follow the directions in the [RPA Release Job Aid](#) located at Job Aids for Purchasers when entering the information into COMMBUYS; use below guidance for entering items off of the paper invoice and into a Release Requisition in the “Items” Tab:

1. Follow directions in RPA Release Enabled Requisition Job Aid until you come to the Search field in the “Items tab.”
2. In the “Items” tab Search field, type in the following to get the items: contract description (“FAC92”), and the vendor name.
3. Select the appropriate catalog line
4. In the line item, enter the Quantity and enter the total amount in the unit price.
5. Enter accurate invoice numbers in the mandatory Invoice Number field for each item.
6. Attach scanned copies of all records pertaining to order placement (could be an unofficial email quote), the receipt of goods or services, and the final invoice in the “Attachments” section.
7. The final invoice amount should match the Release Requisition total on the Summary tab.



Vendor Categories and Regions

Vendor's Name	Categories awarded			Service Region								
	1	2	3	1	2	3	4	5	6	7	8	9
<i>A-1 Exterminators</i>	x	x	x	x	x	x	x	x				x
<i>Accurate Termite & Pest Control Co. Inc.</i>	x	x	x					x	x	x		
<i>American Pest Solutions</i>	x	x	x						x	x	x	
<i>Awesome Exterminating</i>	x	x		x	x	x						
<i>B & B Pest Control</i>	x	x	x	x	x	x						
<i>Bain Pest Control</i>	x	x		x	x	x		x	x			
<i>Braman Termite & Pest Elimination</i>	x	x	x	x	x	x	x	x	x	x	x	x
<i>Burgess Pest Management</i>	x	x	x	x	x	x	x	x	x	x	x	x
<i>Eco Systems Pest Control*</i>	x	x		x	x	x	x	x				
<i>Ecologic Entomology LLC</i>	x	x	x	x	x	x	x	x	x	x	x	x
<i>Environmental Health Services, Inc.</i>	x	x	x	x	x	x		x				
<i>Flynn Pest Control Inc</i>	x	x	x	x	x	x	x	x	x	x	x	x
<i>Freedom Pest Control Co., Inc.</i>	x	x	x	x	x	x		x				
<i>General Environmental Services, Inc.*</i>	x	x	x	x	x	x		x				
<i>JC Ehrlich Co.</i>	x	x	x	x	x	x	x	x	x	x	x	x
<i>MD Weaver Corporation</i>	x	x	x	x	x	x	x	x	x	x	x	x
<i>Minuteman Pest Control Co. Inc.</i>	x	x							x	x	x	
<i>Orkin</i>	x	x		x	x	x	x	x	x	x	x	x
<i>P. Clancy & Sons</i>	x	x	x	x								
<i>Pest End, Inc.*</i>	x	x	x	x	x	x	x	x	x	x	x	x
<i>Premier Pest Control</i>	x	x						x	x	x		
<i>Ransford Environmental Solutions*</i>	x	x		x	x	x	x	x	x	x	x	x
<i>Ultra Safe Pest Management Inc.</i>	x	x	x	x	x	x	x	x	x			
<i>Waltham Services</i>	x	x	x	x	x	x	x	x	x	x	x	x
<i>William R Duprey LLC dba Mass Pest Elimination</i>	x			x	x	x	x	x	x	x	x	x

*SDO Certified Businesses

Additional Information

Training

Contractors will be responsible for providing an annual training session to facility staff, contractors and facility occupants as agreed upon between the Facility Manager and the contractor in the Management Plan. The contractor will also be responsible for providing additional training sessions as necessary for a mutually agreed upon additional cost.

Comments and Complaints

Comments and/or complaints regarding any aspect of this contract can be emailed directly to the OSD Deputy Strategic Sourcing Services Lead, Katherine Morse at katherine.morse@state.ma.us

Strategic Sourcing Services Team Members

Team Member	Agency
Alexander Gill	AGR
Carol Chafetz	MFAA
Don Staffiere	DOC
Heidi Bauer	Nantucket
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Julia Wolfe	OSD
Katherine Morse	OSD
Ken Gooch	DCR
Lori Luce	BHA
Maureen Barends	OSD
Sara Urato	OSD
Shawn Kraft	CHE
Steve Kenyon	AGR
Sunny Cai	AGR
Trevor Battle	AGR

Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the [COMMBUYS website](http://COMMBUYS), click on “Contracts & Bid Search” then search by Contract/Blanket Description FAC92 to locate the following contract information under the “Attachment” tab. The below files are located in each contract MBPO:

- Contract User Guide
- MOU Between Contract User and Vendor
- Vendors Categories, Regions and Contact Information File



- RFR Document Citing Requirements Specifications
- Signed Standard Contracts Forms

Blanket/Contract Number	Category
PO-16-1080-OSD03-SRC02-00000007175	Category 1 Integrated Pest Management
PO-16-1080-OSD03-SRC02-00000007176	FAC92 Category 2 School Integrated Pest Management
PO-16-1080-OSD03-SRC02-00000007177	FAC92 Category 3 Single Use Service